



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
Kendra Goodman, CPPO, CPPB, Purchasing Agent  
813/794-2222 Fax: 813/794-2111  
727/774-2222 TDD: 813/794-2484  
352/524-2222 email: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

March 16, 2010

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPO, CPPB, Purchasing Agent

**SUBJECT:** RFP 09-102-DN Incidental and Novelty Classroom Supplies  
Second Year of a Three-Year Agreement  
Oriental Trading and US Toy Company

On May 19, 2009, official action (attached) was taken to award the above-referenced RFP to Oriental Trading Company and US Toy Company for the purchase of classroom incidental and novelty supplies. This RFP is a three-year contract, renewable annually at the mutual agreement of the parties. The first year of the contract is due to expire on April 21, 2010.

Considering services have been satisfactory, the vendors were contacted to verify their willingness to enter into the second year of the agreement. They have indicated in writing (attached) that they are willing to do so.

Therefore, it is my recommendation to enter into the second year of the agreement with the vendors noted above. The contract period will be April 20, 2010 through April 21, 2011. Purchases will be made on an "as-needed" basis and are anticipated at \$60,000.

Should you have any questions regarding this matter, please feel free to me at your earliest convenience.

KDG/sn

Attachments



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February 18, 2010

### RFP RENEWAL REQUEST

**RFP TITLE: Incidental and Novelty Classroom Supplies**

**RFP#: 09-102-DN**

X  
\_\_\_\_\_  
\_\_\_\_\_

Yes, I agree to renew RFP# 09-102-DN for Incidental and Novelty Classroom Supplies for the second year under the same terms and conditions as the existing contract. The second year of the contract period will begin April 22, 2010 and expire April 21, 2011.

No, I do not agree to renew RFP# 09-102-DN for Incidental and Novelty Classroom Supplies.

COMPANY NAME: US Toys

SIGNATURE: *Sam Schissler*

PRINTED NAME/TITLE: Sam Schissler *Natl Sales Mgr* DATE: 2/22/10

TELEPHONE W/AREA CODE: 800-448-1412 FAX W/AREA CODE: 816-761-8295

By agreeing to allow this piggyback, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act". Vendors conducting business with the District School Board of Pasco County who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds must be Level 2 fingerprinted by Human Resources. If any of the above applies to this contract, you must have those individuals Level 2 fingerprinted and screened by the District's Human Resources Department prior to commencement of services or work and must provide a list of employees with renewal. Please contact (813) 794-2521 to arrange for an appointment. Costs associated with this background screening are to be borne by the vendor. You may access information regarding this law through the internet link: [http://laws.flrules.org/files/Ch\\_2005-028.pdf](http://laws.flrules.org/files/Ch_2005-028.pdf). This law is effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this piggyback request form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

**PLEASE FAX BACK TO:**  
**DISTRICT SCHOOL BOARD OF PASCO COUNTY**  
**ATTENTION: Stephanie Noble**  
**PURCHASING DEPARTMENT**  
**20430 GATOR LANE**  
**LAND O' LAKES, FL 34638**  
**(813) 794-2225 (PHONE)**  
**(813) 794-2111 (FAX)**

**PLEASE RETURN COMPLETED FORM BY February 22, 2010**

District Wide Accreditation • Southern Association of Colleges and Schools



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Heather Florentino, Superintendent

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Department of Purchasing  
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352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

February 4, 2010

## RFP RENEWAL REQUEST RFP TITLE: Incidental and Novelty Classroom Supplies RFP # 09-102-DN

X  
Yes, I agree to renew RFP #09-102-DN for Incidental and Novelty Classroom Supplies for the second year under the same terms and conditions as the existing RFP. The second year of the contract period will begin April 22, 2010 and expire April 21, 2011.  
No, I do not agree to renew RFP # 09-102-DN for Incidental and Novelty Classroom Supplies.

COMPANY NAME: Oriental Trading

SIGNATURE: *Joan Squire*

PRINTED NAME/TITLE: Joan Squire, Bid Specialist DATE: 5 Feb 2010

TELEPHONE W/AREA CODE: 800-228-0038 FAX W/AREA CODE: 800-869-2351

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**PLEASE RETURN COMPLETED FORM BY February 9, 2010**  
District Wide Accreditation • Southern Association of Colleges and Schools